MANAGER, GROUP POLICY

DEPARTMENT/UNIT Office of the Vice-Chancellor and President

FACULTY/DIVISION Portfolio of the Vice-Chancellor and President

CLASSIFICATION HEW Level 9

DESIGNATED CAMPUS OR LOCATION Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our university and our exciting future, please visit www.monash.edu.

The Portfolio of the Vice-Chancellor and President is responsible for high level coordination for, and management and advice to, the Vice-Chancellor; leadership in the management and delivery of key strategic and cross portfolio initiatives; university-level governance, strategic communications, external relations and coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and leadership in, and development of, relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The Office of Quality and Policy ensure that governance arrangements across the Monash Group (including controlled entities, joint ventures, offshore campuses and delivery locations) are consistent and appropriate to manage risk, compliance and quality standards, inclusive of alignment to the statute, regulations and all relevant legislation both in Australia and the offshore locations, including TEQSA Act, ESOS Act, HESA, OH&S standards and their international equivalents.

POSITION PURPOSE

The Manager, Group Policy supports the Director, Office of Quality and Policy in the implementation and maintenance of the Monash Policy Framework, across the University and its controlled entities. The Manager, Group Policy is responsible for managing the university-wide policy framework and to ensure adherence to the operational arrangements for the approval, amendment, review and repeal of policies across all university locations, both in Australia and offshore.

The Manager, Group Policy is responsible for effective university-wide communication of policy initiatives, amendments and facilitating approval and consultation pathways. This includes overseeing the University Policy Team, responsible for providing expert advice to policy authors, owners and the broader University community.
**Reporting Line:** The position reports to Director, Office of Quality and Policy

**Supervisory Responsibilities:** This position provides direct supervision for up to four staff

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

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**KEY RESPONSIBILITIES**

1. Lead and manage the policy development process, including regular review of documentation to ensure alignment with the Policy Framework; the facilitation of consultation and approval pathways; and, ensuring policies support the University’s strategic directions, enhance institutional quality assurance and embody appropriate controls to address risk and compliance considerations.

2. Oversee the provision of expert advice on policy development and review to a variety of stakeholders, including policy owners and authors, across all university campuses and controlled entities, as required.

3. Lead and direct the day-to-day operations of the University Policy Team including the maintenance of the Policy Bank website, working in partnership with eSolutions and policy authors from across the institution to implement and maintain contemporary policy management software and business process workflows.

4. Develop and maintain high-level relationships with colleagues across the University to enable the efficient and effective management of the Policy Framework.

5. Lead the University Policy Team, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance.

6. Develop the capabilities within the team to ensure that staff are appropriately supported and committed to a culture of continuous improvement, focusing on timely, innovative, efficient and client-focused outcomes.

7. Support and work with the Director, Office of Quality and Policy, in the spirit of continuous improvement, to review the Policy Framework as required, including overseeing the preparation of documents for, the Vice-Chancellor, Vice-Chancellor’s Group, the Vice-Chancellor’s Executive Committee, Academic Board, University Council and other related fora as identified.

8. Remain abreast of research, analysis and insight into the higher education sector to inform advice to the Director, Office of Quality and Policy on implications for the Policy Framework and/or policies, and provide appropriate recommendations.

9. Develop and deliver communications to the University community regarding the Policy Framework, policy development and review and implementation requirements and considerations (inclusive of underpinning technology(ies), nomenclature, approval processes, lines of review, community of practice across policy domains.

10. Other duties as directed from time to time.

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**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - postgraduate qualifications and extensive, relevant experience; or
   - extensive management experience and proven management expertise; or
   - an equivalent combination of relevant experience and/or education/training.

**Knowledge and Skills**

2. Expert knowledge of policy governance and detailed understanding of policy operations within a large, complex environment and experience providing expert advice and evidence-based recommendations on policy development and review.
3. Exceptional understanding of the University environment, including domestic and international structures, functions and trends and the government strategy, policy regulatory and reporting requirements affecting Australian universities

4. Proven ability to exercise judgement with a highly-developed sense of initiative and proven ability/capacity to independently initiate, formulate systems to provide a high level of administrative support

5. Exceptional interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels and with diverse stakeholders on complex issues

6. Extensive experience in leading and motivating a team of professionals, fostering an environment of strategic thinking and continuous improvement to achieve objectives in a complex operating environment, including proficiency in the use of influence to achieve desired outcomes across all policy domains

7. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines in a large, complex organisation

8. Highly developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

OTHER JOB RELATED INFORMATION

- Travel to other Australian campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to university policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.